

UNITED STATES DISTRICT COURT

for the

NORTHERN DISTRICT OF ILLINOIS

SUBPOENA TO TESTIFY BEFORE A GRAND JURY

To: Custodian of Records
City of Chicago Committee on Finance
City Hall
121 North LaSalle Street, Room 302
Chicago, IL 60602

YOU ARE COMMANDED to appear in this United States District Court at the time, date, and place shown below to testify before the Court's Grand Jury. When you arrive, you must remain at the court until the judge or a court officer allows you to leave.

Place:
Dirksen Federal Building, Rm. 1625
219 S. Dearborn
Chicago, Illinois 60604
Grand Jury: SPECIAL AUGUST 2012 GRAND JURY 12 GJ 500

Date and Time:
September 4, 2012
9:30 a.m.

You must also bring with you the following documents, electronically stored information, or objects (*blank if not applicable*):

See attachment.

Date: August 3, 2012

CLERK OF COURT



Signature of Clerk or Deputy Clerk

The name, address, e-mail and telephone number of the United States Attorney, or Assistant United States Attorney, who requests this subpoena, are:

Patrick M. Otlewski (patrick.otlewski@usdoj.gov)
Assistant United States Attorney
219 S. Dearborn, Rm. 500
Chicago, Illinois 60604 (312) 469-6045

**DECLARATION CERTIFYING RECORDS OF
REGULARLY CONDUCTED ACTIVITY**

I, _____, am employed by
(name)

(name of entity)

My official title is _____. As part of my duties as a
(title)

_____, I am familiar with the records that _____,
(title) (name of entity)

keeps in the ordinary course of business. I am familiar with the types of documents received,
created and relied upon by _____ in the ordinary course of its
(name of entity)

business.

I certify that I have reviewed the records attached hereto and that these records are the original or
duplicates of the original records kept in the custody of _____:
(name of entity)

List documents

I further certify that:

- A) such records were made, at or near the time of the occurrence of the matters set forth, by (or from information transmitted by) a person with knowledge of those matters;
- B) such records were kept in the course of a regularly conducted business activity;
- C) the business activity made such records as a regular practice;
- D) if such record is not the original, such record is a duplicate of the original.

I certify under penalty of perjury that the foregoing is true and correct.

Signature

Executed on this _____ day of _____, _____.
(day) (month) (year)

at _____, _____.
(city) (state)

ATTACHMENT TO SUBPOENA 12 GJ 500

This grand jury subpoena requires the production, for the time period January 1, 2006, through the present, of the following records:

- Organization charts and job descriptions for those Committee on Finance personnel and staff involved in the duty disability system.
- All internal policies and procedures regarding the processing of duty disability claims.
- The completed Report of Occupational Injury or Illness, Employer's First Report of Injury (Illinois Form 45) and any other alternative report that shows the following information for each reported City of Chicago employee work injury (including City of Chicago Department of Aviation employees): (a) employee name; (b) social security number; (c) job title; (d) title code; (e) home address; (f) date of birth; (g) normal working hours; (h) wage rate; (i) supervisor name; (j) date and time of injury; (k) location of injury; (l) description of the incident and injury including witness statements and photographs; (m) city truck number and driver's name; (n) indication as to whether there was any police or fire department response to the injury; (o) indication as to whether the injury was expected to result in lost time; (p) indication as to whether the employee was hospitalized; (q) indication as to whether treatment services were rendered by a City of Chicago medical facility or the claimant's personal physician, including the name, address, and phone number of the attending physician; (r) indication of claimant's certification of injury report; (s) indication as to whether further investigation was recommended by the reporting employee supervisor.
- Attending physicians' written injury diagnoses, including medical treatment codes.
- Attending physicians' recommendations, including prescribed treatment and work restrictions.
- Attending physicians' invoices for provided medical services.
- With respect to all duty disability claims, any and all records regarding the Committee on Finance claim investigator assigned, investigation result and recommendation, indication of claim approval or rejection.
- With respect to all duty disability claims, any and all reports prepared by claims investigators, underwriters and adjusters, and any other parties

employed or retained to process, investigate, subrogate, monitor and adjudicate claims.

- With respect to all third-party administered claims, any all records regarding claim investigation results and recommendations, and indication of claim approval or rejection.
- Any and all records regarding all denied claims, including date of denial and settlement terms.
- Any and all records regarding employee applications for claim adjustment from the Illinois Industrial Commission
- Any and all records regarding the City of Chicago attorney or outside counsel assigned for each claim, for claim adjudication, litigation, and settlement matters.
- Any and all records regarding the name and address of claimants' legal representation for each claim, for claim adjudication, litigation, and settlement matters.
- Any and all claim administration regarding legal hearings and procedures for each claim, including hearing and procedure dates and results.
- Any and all records regarding medical and loss time payments, including payee address and medical provider tax identification number for all claims.
- Any and all recordings regarding claimants' post-injury medical condition, including physician reports, check-up discharge report, physician recommendations, and billing invoices.
- Any and all records regarding the determinations of changes in the claimants' return to work status, and determinations of claimants' permanent benefits.
- Any and all recordings regarding claimants who were refused accommodation to return to restricted work by City of Chicago departments.
- All summarized periodic reports prepared for or by the Committee on Finance or any retained parties to monitor claims, establish claim financial reserves, and report settlement action.
- All correspondence, internal memoranda, notes, reports, and documentation generated by or sent to the Committee on Finance, its employees and staff,

and claims investigators regarding individual claims and the administration of the duty disability system.